



Galilee Episcopal Camp and Retreat Center

Group Reservation Policies

Instructions for Group Organizer: Please initial each section where indicated, and sign and date at the end.

In order for Galilee Episcopal Camp and Retreat Center to be available for year-round use, it is necessary for individuals and groups to adhere to the following policies and procedures.

Facilities Use Agreement and Deposit: the signed Facilities Use Agreement (FUA) must be accompanied by a deposit fee which is 25% of the guaranteed minimum fee. A reservation will be held for 21 days from the date the FUA was emailed from Galilee. No reservation is guaranteed unless a signed FUA and the deposit have been received. The deposit, less a \$150.00 handling fee, will be refunded only if written cancellation is received at least 180 days prior to the reservation date or if a replacement group can be booked. Please sign the FUA via Adobe Acrobat, and mail a check for the deposit to Camp Galilee, PO Box 236, Glenbrook, NV 89413. **Initial** _____

The guaranteed minimum number required to have exclusive use of the entire facility is 20 people, 30 people, or 40 depending on the time of year. If your group reservation is less than 30 or 40, you may be asked to share the facility with another group, although housing and meeting spaces will be separate. Meals will be shared. **Initial** _____

The guaranteed minimum fee will be charged for groups under 20, 30, or 40, season dependent. For groups that are larger, the per person cost will apply for each person over the guaranteed minimum number. The guaranteed minimum number will be listed on the FUA. **Groups may reduce their numbers** as long as they meet any stated guaranteed minimum. If the group falls below the guaranteed numbers, they will be charged the guaranteed minimum fee. Increases in group size may be made by calling Galilee at (775) 749-5546 or emailing info@galileetahoe.org. Additional space may not be available. Groups will be asked to finalize their numbers for meals 5 days in advance of the retreat. **Groups will be charged for the number of meals prepared so it is important to communicate to the staff any changes to meal numbers during your stay.** **Initial** _____

Group cancellations policies within 180 days of the reserved date:

- Groups will be billed at one-half the adult rate for the guaranteed minimum number.
- Amount due may be reduced if a replacement group can be booked.
- Cancellations with returned deposits will be allowed if the air quality is over 100 (unhealthy) for the original stay. **Initial** _____

Payment for usage must be made during the event or the week following. Please have one check ready. **Initial** _____

Group Responsibilities: Galilee operates on cooperation. Groups keep their own meeting, sleeping, and common areas clean, help with setting and clearing of meals, and are responsible for leaving all camp facilities clean and orderly. Groups will be held responsible for damage to property other than that which results from normal and considerate usage. **Initial** _____

GROUPS MUST PROVIDE THEIR OWN LIABILITY INSURANCE. Please contact Galilee if you have any questions about this requirement. It is recommended to gather the following information from your participants: names and addresses, emergency contact names and addresses, known allergies or health conditions requiring treatment, restriction or other accommodation, and, for minors without parents on site, signed permission to seek emergency treatment. The group is responsible for providing first-aid and emergency care, including the provision of any first aid supplies or equipment. In the event of a serious emergency, call 911. Please report to the Galilee staff any response to health care emergencies. **Initial** _____

Group members agree to indemnify Galilee for any and all liability, loss, or damage which Galilee may suffer as a result of any claims, demands, costs, or judgments against it, arising from any loss, damage, injury or other casualty to any party or person, or to any property, caused or occasioned by group members use of Camp. The release, waiver and indemnity under this Agreement shall commence on the date of the execution hereof, unless otherwise provided herein, and shall continue in full force thereafter. **Initial** _____

Miscellaneous Provisions: This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the use of Camp Galilee and contains all of the covenants, agreements and other obligations between the said parties in respect thereto. No waivers, alterations or modifications of this Agreement or any agreements in connection therewith shall be valid, unless in writing duly executed by all parties. This agreement is to be governed by and construed in accordance with the laws of the State of Nevada as exist from time to time and venue shall live in the county of Douglas. If either party shall institute any action or proceeding relating to the provisions of this Agreement, or any default or breach hereunder, then and in that event, the prevailing party shall be entitled to reasonable expenses and attorney's fees and disbursements incurred therein. **Initial** _____

Please contact Executive Director Stuart Campbell (stuart@galileetahoe.org) if you have any questions, as we want you to enjoy your stay at Galilee Episcopal Camp and Retreat Center.

Printed Name of Organizer

Signature of Organizer

Date of signing